



## ASSISTANT DIRECTOR – PUBLIC WORKS

Job Code: 3002

EEO Class Code: Official / Administrative

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o019

### NATURE OF WORK

Responsible managerial work with considerable difficulty assisting the Director of the Department. Supervision is exercised over subordinate employees.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Assists the Public Works Director in managing the Public Works Department
- Serves as Acting Director during the absence of the Public Works Director.
- Confers with the Director regarding departmental policies, emergencies, priorities, special problems, and assignments to Division Heads
- Coordinates with Division Heads regarding priorities, scheduling, assignments, problems, and special projects or emergencies to insure proper and prompt action is taken towards resolving departmental situations
- Assists the Director in the training of other employees concerning their duties or departmental functions
- Assists the Director in developing, implementing, evaluating and/or maintaining departmental programs
- Assists the Director in coordinating the activities of the Public Works Department with other City work programs and departments and with other agencies
- Assists the Director in assessing personnel training needs of the department in order to plan, organize, and implement appropriate training programs
- Assists the Director in assessing equipment needs in order to make recommendations regarding equipment acquisitions and utilizations
- Assists the Director in preparing and administering the department budget
- Performs related work as required

### KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of principles, methods, materials, equipment and practices of Public Works engineering, construction, and maintenance activities
- Considerable knowledge of supervisory principles and practices
- Considerable knowledge of the principles and practices of public personnel administration and City personnel policies and procedures or the ability to acquire such knowledge
- Considerable knowledge of modern practices in equipment operations, maintenance, and repair
- Knowledge of the principles and practices of modern office administration
- Knowledge of public relations principles and techniques
- Knowledge of the principles and procedures used in budget preparation, justification, monitoring, and reporting
- Knowledge of research techniques and the sources and availability of current information applicable to the operation of the Public Works Department
- Knowledge of basic accounting principles, practices, and procedures and their application to governmental computerized accounting systems
- Working knowledge of applicable Federal, State, and City laws, rules, regulations, and ordinances pertaining to departmental operations or the ability to acquire such knowledge
- Ability to train subordinate employees in the area of their work assignment
- Ability to establish and maintain effective working relationships with other employees, supervisors, department officials, officials of other agencies, and the general public

- Ability to give and carry out complex verbal and written instructions
- Ability to express ideas and information clearly and concisely, both verbally and in writing
- Ability to evaluate supervisory and subordinate employees' performance
- Ability to discern and extract pertinent facts from verbal and written guidelines, policies, and procedures and apply them to a variety of problems
- Ability to supervise employees in a manner conducive to full performance and high morale
- Ability to develop and implement administrative programs and procedures and to evaluate their effectiveness

## MINIMUM REQUIREMENTS

- Five (5) years responsible managerial and administrative work experience in a large public works program or related experience in a high level municipal management position
- Graduation from an accredited college or university with major coursework in Public or Business Administration, Civil Engineering, or equivalent
- Additional related experience can substitute for education on a year-for-year basis
- Desire:
  - Licensed as a Professional Engineer in the State of Florida
  - Additional training and/or certification in the engineering and/or construction field

## PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling

## SUPERVISION RECEIVED

- General and specific assignments are received from the Public Works Director
- Work is performed with some latitude for use of independent judgment in the selection of work methods and procedures

## SUPERVISION EXERCISED

- May supervise and be accountable for the work of administrative, clerical, technical, or other employees within the department